CHRIS Input to Semi-Annual Report to Congress (April 1999 through September 1999)

Initiative: 1. Business Management Information System (BMIS)

B. Human Resources

Project Manager: Nancy Tomford

Project: Corporate Human Resource Information System (CHRIS)

1.0 Background

Implementation of CHRIS is critical to the Secretary=s business line goal for Corporate Management, Aorganizational excellence in corporate management systems and approaches.@ It will provide an integrated, state-of-the-art solution to the human resources, benefits, payroll, and time and labor best business practices and business information needs of the Department=s five business lines -- Energy Resources, National Security, Environmental Quality, Science and Technology, and Corporate Management. CHRIS has been Year 2000 tested and meets the Departmentwide requirement for mission-essential computer systems to be Year 2000 date change compliant. With the modernization effort underway for the Department=s financial management and budget execution systems, CHRIS implementation will provide interoperability and integration with this new corporate system under the Department=s Business Management Information system umbrella. Other expected benefits from CHRIS include a more informed decision-making business environment; efficiencies in operations; reduction in paperwork; elimination of redundant information systems and non-value added and duplicative work; and the accessability to information needed by management to make sound, reasoned decisions.

A project management structure for the CHRIS project provides corporate oversight of the implementation process, makes decisions concerning how CHRIS is used throughout the Department, coordinates implementation at all sites, improves business practices to take maximum advantage of automated capabilities, and tracks project costs, savings, and tasks. The Project Manager is accountable to the Chief Information Officer, the Chief Financial Officer, and the Director of Management and Administration for the project=s success. The Project Manager, supported by three team leaders -- human resource/benefits, payroll/time and labor, and systems/technical -- is responsible for project leadership, advocacy, communication, oversight, collaboration, evaluation, and coordination of the overall project, plan, budget, resource needs, and internal and external relationships.

Components of the project include ensuring that the Department can sustain ongoing payroll operations past Year 2000 with the CHRIS/payroll (PAYS) interface until such time as the integrated system is in full production; implementing a fully integrated suite of PeopleSoft Federal COTS human resources, benefits, payroll, and time and labor software products; providing web-based access at the employee desktop to personnel and payroll information and services via DOE Employee Self Service; and maintaining DOEInfo, the Department=s data repository. Development costs for the PeopleSoft human resources and benefits implementation are funded

by CMIP. Current costs for payroll operations and maintenance, in addition to costs for payroll systems modernization, are funded by the Department=s Working Capital Fund.

2.0 Project Milestones, Progress, and Accomplishments (since last report)

4/99   Completed design, development, testing, and implementation of CHRIS/PAYS systems modifications to implement Office of Personnel Management mandated change in character length of Federal Employees Group Life Insurance (FEGLI) code and converted data to new codes; implemented procedures for processing new FEGLI options in CHRIS/PAYS.

4/99   Completed design, development, testing, and implementation of mass processing of organizational title changes, significantly reducing individual Human Resources (HR) user processing.

5/99   Completed design, development, testing, and implementation of Thrift Savings Plan processing in CHRIS/PAYS.

6/99   Completed re-design, update, and implementation of CHRIS HR Users Manual incorporating information from 25 HR bulletins issued since 9/98.

6/99   To meet user identified needs, completed design, development, testing and implementation of Arequested@ status for personnel processing to reduce errors that impact Central Personnel Data file reporting.

6/99   Completed CHRIS client installs via a single server for Headquarters prototype organizations and trained administrative staffs; established plan for rollout of the CHRIS client to remaining Headquarters organizations for HR view and reports and for training administration functions.

6/99   Implemented more user-friendly format for DOE Employee Self Service (ESS); provided additional employee business tools via ESS (calculators for retirement, savings bonds, life insurance; Federal tax withholding worksheet; leave donor form/listing; additional on-line forms).

7/99   Obtained consensus from HR Directors on recommended business process/policy change on retention allowances; implementation of new business process in CHRIS pending policy issuance.

7/99   Published project/resources plan, risk assessment, training plan, initial infrastructure review and recommendations, and application developers guide for Payroll and Time and Labor implementation.

9/99   Completed re-engineering, design, development, testing and user training development and delivery for initial phase of corporate training administration implementation in

CHRIS; developed communications plan for training users.

9/99 Completed design, development, testing, and implementation of the initial phase of a Departmentwide web-based position description development library covering 62 percent of DOE positions.

9/99 Enhanced the DOE Employee Self Service web application to enable employees to update personal information from the desktop and to provide employees additional desktop services.

9/99 Completed development and testing of interface to DISCAS (for training administration).

9/99 Completed development and testing of budget and reporting (B&R) recast mass process and implemented mass processing for reorganizations (for use when reorganization is within a single DOE organization) to significantly reduce individual HR user workload.

9/99 Notified Heads of Departmental Elements of establishment of CHRIS training administration as official system of record for Federal employee training across the Department effective 10/1/99 and of web-based USA Careers implementation via ESS to support Individual Development Plan requirements.

9/99 Completed PeopleSoft client installs in Headquarters Program Offices for training administration functions and appropriately trained staff members.

3.0 **Performance Measures**

3.1 **Description of Performance-Based System:**

The reporting threshold for cost and schedule variances is 10 percent for this project.

3.1.1 **Previous baseline goals:**

Previous baseline goals for FY 1999 were met.

3.1.2 **Current estimate:**

Current estimates of the performance goals of this project are identified in 3.2.

3.1.3 **Variance from baseline goals:**

Some of the goals and measures in the previous report have been refined to make them more customer oriented and measurable; no previous goals were eliminated.

3.1.4 **Corrective actions:**

No corrective action was required**.**

3.1.5 Proposed revisions to baseline goals:

Previous goal 3.2.1 (Overarching Project Goals) no longer has a number as this is an overall summary of CHRIS. Goals 3.2.2 and 3.2.5 have been combined into 3.2.1. Other goals have been renumbered as appropriate and refined in line with the phased approach of the project. Measures reported in the previous semi-annual report as having been met have been removed.

3.2 Performance Goals:

Overarching Project Goals. CHRIS replaces the PAY/PERS system, which is nearing the end of its life cycle, as well as redundant or outdated HR information systems identified throughout DOE. CHRIS also provides a standardized platform with instant access to human resource and payroll data through the use of web-based technologies, enabling the HR and payroll communities to respond much more effectively and efficiently to the needs of DOE managers and employees. In addition, CHRIS will provide more timely and accurate information for decision-making purposes.

3.2.1 Goal: Reduce paperwork and eliminate non-value added work by providing DOE employees and managers web-based access from the desktop to view appropriate personnel and payroll information. Continue to enhance initial view capabilities to include the ability of employees and managers to update appropriate personnel and/or payroll information.

Measures:

(1) By September 30, 1999, provide employees with the ability to update home address, education, emergency contact information, and licenses and certifications and to view individual training summary of courses documented in CHRIS and to review DOE sponsored training courses.

Current Status: Met with capabilities provided to user community by 9/30/99. 28 percent of employees voluntarily using ESS to view personnel and payroll information.

(b) By September 30, 2000:
S provide employees with the ability to update office phone and fax numbers, e-mail address, Federal tax, State tax, direct deposit, allotment, and Thrift Savings Plan information.

S implement voluntary program to eliminate mailing of bi-weekly Earnings, Leave, and Benefits Statement

S   50 percent of employees using ESS to view personnel and payroll information.

S   15 percent of targeted human resource information/documents processed or transferred by employees and managers electronically.

Current Status: Design, development, and implementation plan in place as of 9/30/99.

(3) By September 30, 2001:
B   provide employees and managers with the ability to view or update additional personnel and payroll information as appropriate.

B   implement mandatory program to eliminate mailing of bi-weekly Earnings, Leave, and Benefits Statement (with clear criteria established for exceptions to paperless process).

B   75 percent of employees utilizing ESS to view personnel and payroll information.

B   30 percent of targeted human resource information/documents processed or transferred by employees and managers electronically.

Current Status: Pending FY 2001 start.

3.2.2   **Goal:** Mitigate risks to accurate Federal employee pay during the Year 2000 rollover.

Measures:

(a)   Monitor CHRIS and PAYS for potential Year 2000 (Y2K) issues and maintain readiness of staff to address Y2K functional and/or technical issues should they arise on or after century change date.

Current Status: Y2K end-to-end test conducted with participation by Headquarters and six field sites in August 1999. Y2K drill completed September 8-9, 1999. Contingency and Continuity of Operations Plans in place, and lead functional and technical staff identified and roles/responsibilities established for system support at century change. Customization Control Board to be established to review and approve system modification requests.

3.2.3 **Goal:** Maintain integrity of personnel action processing data in CHRIS as the official personnel system of record.

Measures:

(a)　　Maintain data integrity at a level that results in no less than a 95 percent Office of Personnel Management (OPM) report approval rate.

Current Status: As of 9/99, report submissions have met OPM acceptance level. OPM error information and rates for monthly dynamic and quarterly status submissions will continue to be monitored and serve as a benchmark against which decisions to modify the system to improve data integrity will be made.

(b) Maintain focus of development for personnel action processing on statutory/regulatory compliance, data integrity, and user identified needs.

Current Status: Pending FY 2000 start. Monitor and address timely OPM changes in statutory/regulatory requirements. Address HR user training needs identified in Spring 1999 survey. Implement Customization Control Board process. Re-survey HR users at least annually.

3.2.4 **Goal:** Maintain CHRIS as a state-of-the-art system by appropriately planning for and implementing PeopleSoft Federal release upgrades to assure that the Department takes advantage of planned technology and functional improvements in the commercial-off-the-shelf product.

Measures:

(a)　　Accomplish upgrade to PeopleSoft Federal Release 7.51 and provide to users within six months of upgrade start date, including issuance of HR and training users manuals.

Current Status: Pending start of upgrade in the first quarter of FY 2000 upon issuance of Release 7.51 by PeopleSoft.

(b) Assess capabilities of PeopleSoft Release 8.0 within six months of release date and determine upgrade schedule.

Current Status: Pending announcement of release date (expected at end of the second quarter of FY 2000).

3.2.5 **Goal:** Implement at least one re-engineered human resource business process each fiscal year utilizing CHRIS or the CHRIS web-site.

Measures:

(a) Re-engineer position classification/management business process in FY 1999.

Current Status: Met. Position classification/management business process re-engineered in FY 1999. Initial phase of position description development library implemented 9/99 via the CHRIS web site for use by DOE managers.

(b) Re-engineer training administration business processes and implement CHRIS as the official system of record for Federal employee training administration across the Department with initial functionality provided to users in FY 2000.

Current Status: On target.

(c) Re-engineer retention register business process in FY 2000 in line with changes in regulatory requirements and provide automated capability to support reduction-in-force across the DOE complex.

Current Status: Pending FY 2000 start.

(d) Assess Departmentwide user requirements for the paperless flow of personnel processing documentation, complete prototyping and fit/gap analysis of workflow functions in PeopleSoft, and determine feasibility of implementing functions in CHRIS based on current and/or planned technical infrastructure and the ability of the Department to establish common business processes.

Current Status: Pending FY 2000 start.

3.2.6 **Goal:** Reduce the number of legacy and local HR systems.

Measures:

(a) Retire the PERS portion of the Department=s legacy PAY/PERS system in the first quarter of FY 1999.

Current Status: Met. PERS, the personnel portion of the legacy Payroll/Personnel system was retired in October 1998.

(b) Retire the Departmental Training Information System in FY 2000.

Current Status: Pending FY 2000 start.

(3) Survey Program Offices in FY 2000 on the status of local HR systems identified for retirement as part of the CHRIS business case and identify any new local HR systems that have been developed and/or enhanced since the Fall of 1996. Analyze survey results and make recommendations as appropriate to the CHRIS Board of Directors based on impact of findings related to the CHRIS projected return on investment.

Current Status: Pending FY 2000 start.

4.0 Issues or Concerns

No Congressional level issues or concerns have been identified for this initiative.

5.0 Cost Schedule (in millions)

FY1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	Total
$2.00	$1.85	$2.40	$2.60	$1.80	$1.80	$1.80	$1.80	$16.05

5.1 Revisions to the March 31, 1999, Cost Schedule Budgetary Baseline

In FY 1999, an additional $0.45M was reallocated from another CMIP project to complete critical milestones for the CHRIS project. These included new requirements to design, develop, test, and implement automated functions in CHRIS to support it as official personnel system of record, e.g., SF-50 generation, Central Personnel Data File reporting, and annual mass pay processing. The FY 2000 budget has been reduced $0.2M as part of an internal reallocation of CMIP funding because of the $1.0M reduction in the Department≈s CMIP budget request. CMIP support for development has been extended into FY2005 to assure the project will be in a position to address user concerns timely and effectively and to implement added human resource functions as the PeopleSoft product continues to mature its Federal releases.

6.0 Implementation Schedule

Near Term

10/99 In line with Y2K configuration management guidance, freeze CHRIS HR/Benefits development in PeopleSoft Federal HRMS release 7.0, with the exception of resolving production critical issues (e.g. Thrift Savings Plan regulatory changes).

10/99 Prepare for and execute mass processing of personnel transactions to implement annual FY Budget and Reporting (B&R) changes.

10/99   Install PeopleSoft 7.51 release and initiate upgrade of CHRIS HR/Benefits (upgrade projected to take 4-6 months).

10/99   Implement Customization Control Board procedures.

10/99   Implement CHRIS as official training administration system of record for training of Federal employees Departmentwide and implement communication plan for training users.

10/99   Complete initial series of disaster recovery tests at Headquarters.

12/99   Implement instructional video program via CHRIS web site for HR users.

12/99   Survey Program Offices in relation to projected return on investment in CHRIS business case.

12/99   Deliver Payroll System Design Document.

12/99   Survey HR Offices on plans for paperless work environment.

1/00   Prepare for and execute mass process to implement Year 2000 annual pay adjustments for 95 percent of the Department=s Federal employees.

1/00   Initiate analysis of time and labor system requirements.

3/00   Develop plan to implement voluntary program to discontinue mailings of Earnings, Leave, and Benefits Statements.

6/00   Complete plan to expand employee view and update capability via DOE Employee Self Service such as: view of training history from legacy system; update of Federal/State taxes, allotments, and direct deposit of pay checks.

6/00   Convert Federal employee training history from Departmental Training Information System (DTIS) to DOEInfo and retire DTIS.

6/00   Implement PeopleSoft 7.51 upgrade, including issuance of updated HR and training users manuals.

6/00   Complete development of new employee benefits statement to be provided by DOE Employee Self Service.

9/00   Complete design, development, testing, and implementation of reduction-in-force automated support tools.

9/00   Complete a fit/gap analysis of at least one additional human resource function in CHRIS

for potential implementation Departmentwide.

9/00   Complete review of web-based technology tools that integrate with PeopleSoft and recommend whether such a tool should be implemented in CHRIS.

Long Term

Beginning in FY 2001, costs to support CHRIS personnel action processing, including infrastructure and technical support, will no longer be paid for by the Corporate Management Information Program.

Because of the robust nature of the PeopleSoft Federal product, a number of HR functions remain for implementation consideration: work in progress service delivery; web-based service delivery; recruitment; performance management; employee/labor relations; competency management; succession planning; and workers compensation. At least annually, the HR community will identify one or two of these functions as implementation priorities based on Departmentwide needs and the degree of Federalization of the software at the time of their decision. A year to six months will be required to complete a fit/gap analysis of the function as delivered in the software and the Department=s business processes. During any one year, CMIP funds may support one or more fit/gap analyses, as well as design, development, testing, and implementation of a function that may have undergone review in a previous year.

The next semiannual report for the quarter that ends March 31, 2000, will include detail on FY2001 planned activities.